



APPLICATION FOR RECORDS RETENTION SCHEDULE

851029-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of State Aid Department of Transportation No. 2, Capitol Square Atlanta, Ga. 30334	Application Number	85-86
Application Number		Date Received OCT 29 1985	Date Completed JAN 3 1986
2. Person to Contact Cathy Hopper		Working Title Engineering Tech. IV	Telephone Number 656-5185
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 Present		5. Records Series Title (followed by title used in office; if different) Co./City Contract Files Priority Files Bridge Files (REFERENCE FILES FOR STATE AID'S USE)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of State Aid administers the County/City Contract Program, the Local Assistance Road Program, the Off System Bridge Program and other programs as directed by the Division Director of Planning and Programming and/or Commissioner of Department of Transportation.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): maintaining reference copies of documents that relate to Documents relating to: / All areas of responsibility in administering various programs reference copies of: Included are: 1. Authorization of preparation of Contracts. 2. Authorizations of surveys, preparation of deeds & estimates 3. Authorization of projects for placement in the Construction Work Program 4. Reports of Field investigation concerning roadway & bridge projects 5. Priority list of Counties and Cities 6. Commissioners reports 7. Map Files 8. Administrative files File is arranged: 1. Alphabetical by County 2. Administration by subject			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>10-15 times</u> twenty-five months and older <u>4-6 times</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>5</u> ; Shelves _____; Other (specify) _____			

X	a. Is this the official copy of the series? If not, where is it? <u>In General Files</u>
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>General Files has original (Highway Project Files)</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>6</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Multi-Contracts are issued on Various Roads over a lengthy period of time, and this retention period serves as a ready reference in the administration of these contracts. ORIGINAL CONTRACTS AND OTHER CORRESPONDENCE IS SENT TO THE GENERAL FILES OFFICE AND THEIR COPIES ARE SENT TO THE RECORD CENTER WITH THE PROJECT FILE

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☒ Transfer to local holding area; hold 3 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Record Copies
(Original Documents) - Transfer to General Files Office for incorporation into Highway Project Files.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Nancy B. Rosser</u>	<u>10/21/85</u>	<u>Martha B. Beck</u>	<u>10/25/85</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>11/21/85</u>
		Secretary of State/Designee	<u>11/20/85</u>
		Attorney General/Designee	<u>11/2/86</u>